

PROJECT RESOURCE MANAGER

Code No: 3-18-356
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for the project management of all resourcing in a department, agency or school district. Duties include the planning and execution of principal projects, supporting the grant office and updating processes and procedures. The employee reports directly to, and works under the general supervision of a higher-level administrator. General supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Manages the planning, execution and completion of major organizational projects within required budget and time frame;

Creates Requests for Purchase and Statements of Work for projects as part of the contract approval process;

Works with others to develop organizational capacity building regarding project management as it relates to resourcing within the agency or school district;

Manages project staff, schedules, budget, organizational change plan, scope changes and test plans;

Reports and documents project progress;

Supports the grants office with organizational timelines and project mapping;

Provides technical guidance and expertise for technological applications;

Creates and provides training to users;

Researches new technologies and recommends new software features to improve productivity;

Analyzes and documents the current and future state of the organization;

Reviews and makes recommendations for updating processes and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of agency policies, programs, and administrative staff; thorough knowledge of grant application and development; thorough knowledge of project development through project management; ability to define project scope, develop strategic implementation plans and deploy tactical actions; ability to solve technical problems; ability to manage multiple tasks; supervisory ability; organizational ability; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited New York State registered college or university with a Bachelor's degree, plus seven (7) years paid full-time or its part-time equivalent experience in either project development or organizational development through project management, OR project, process, or program analysis, two (2) years of which must have been in a supervisory capacity*, OR
- (B) Graduation from a regionally accredited New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration, Project Management, Information Systems, Human Resource Management, Engineering, or a closely related field, plus five (5) years paid full-time or its part-time equivalent experience in either project development or organizational development through project management, OR project, process, or program analysis, two (2) years of which must have been in a supervisory capacity*; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Project Management, Information Systems, Human Resource Management, Engineering or a closely related field, plus three (3) years paid full-time or its part-time equivalent experience in either project development or organizational

development through project management, OR project, process, or program analysis, two (2) years of which must have been in a supervisory capacity*; OR,

- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*Supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid New York State license to operate a motor vehicle or otherwise demonstrate your ability to meet the transportation needs of the position.

ADOPTED: December 4, 2014
REVISED: February 5, 2015
REVISED: November 5, 2015